



**WARF Preschools**  
Swallows, Sampford Arundel  
Stawley Under Fives



## **CHILD SAFETY POLICY**

The Safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Pre-school will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- All employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the 'near-miss' record as well as accident and incident reports.
- Whenever children are on the premises at least two adults are present.
- We carry out regular risk assessment to ensure all areas, equipment and activities remain safe for children.
- Systems are in place and parents made aware of them, for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded in the Register.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Locked doors prevent unauthorised access to our premises. Doors are locked after all arrivals.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are stored away from children during sessions.
- Children will leave the group only with authorised adults. A password system is in operation for children being collected by friends or relatives.
- Outdoor space is securely fenced and before any outdoor play, the gates of the grounds are checked.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires-heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with uncovered hot drinks or place hot drinks within reach of children. Staff drinks are in closed thermos flasks only.
- Fire drills are held regularly.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually and staff know how to use them
- Large equipment is erected with care and checked regularly.



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- Activities such as cooking and energetic play receive close and constant supervision.
- Appropriate ratios are maintained at all times.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of the day/session.